

Department of Administrative Services - State Accounting Enterprise

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Subject EMPLOYEE EXPENSES – RELOCATION REIMBURSEMENT POLICY			

IMPORTANT NOTICE: Employees must receive the information contained within this Policy as soon in the process as possible. Failure to do so may result in long delays or rejection of claims during the reimbursement portion of the process.

1. GENERAL POLICY

Executive branch State employees who are **reassigned** at the direction of the appointing authority **shall** be reimbursed for relocation and related expenses in accordance with this policy. To the extent that relocation reimbursement is addressed in a collective bargaining agreement, the provisions of the agreement shall govern. If approved by the appointing authority, an individual **newly hired** or **promoted** **may** be reimbursed for relocation and related expenses at the same rate used for the reimbursement of a current employee who has been reassigned. The appointing authority shall have the discretion to decide the extent to which reimbursement is provided to newly hired employees or promoted employees. Prior written approval must be given by the Iowa Department of Administrative Services (IDAS) to the appointing authority for **relocation to or from outside the continental United States**. Upon request of the appointing authority, exceptions to this policy may be made with prior written approval of the Department of Administrative Services – Human Resource Enterprise (DAS-HRE). Eligibility for reimbursement shall occur when all of the following conditions exist:

The move is for the primary benefit of the State;

A permanent change in duty station is required; and

The individual must change his or her place of personal residence beyond 25 miles. (For moves less than 25 miles, no relocation expenses reimbursement will be allowed unless the DAS-HRE has given prior written approval.)

An employee may elect to relocate temporarily and remain eligible to relocate permanent at any time thereafter for a period of up to twelve months from the day before the employee is to report to the new duty station. Temporary living expenses requested for reimbursement during such a "temporary relocation" shall be included as part of the total amount reimbursable under this policy (up to 90 – calendar days). Claims for reimbursement of temporary living expenses shall be filed on the Temporary Living Expense Claim form (TP (RELO-SUB)) see page 24. One member of the employee's immediate household may be eligible for limited temporary living expenses (see "Subsistence expenses" on page 8 for details).

Reimbursement of relocation expenses will not occur prior to the time the employee is officially on the payroll or the time the employee has an official change in duty station, and will be made on the basis of the IDAS rules and policies in effect at that time. However, approval to incur expenses and to submit claims for reimbursement may occur before the employee is officially reassigned or placed on the payroll. Claims for reimbursement of relocation expenses

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shall be filed on the Relocation Expense claim form (TP (RELO-EXP)) see page 25. Unless otherwise provided in this policy, reimbursement amounts for meals, lodging and personal vehicle mileage will be the same as for a state employee on state business.

Disputes with regard to the application and interpretation of this policy, as well as exceptions to this policy, shall be submitted to and resolved by the Director of IDAS. The resolution shall be put in writing and copies sent to the appointing authority, the employee and the State Accounting Enterprise.

2. DEFINITIONS

Amortization - A payment plan, which enables the borrower to reduce his or her debt gradually through monthly payments of the principal.

Appraisal fee - A fee charged by an appraiser for an appraisal report. If the lender secures the appraisal, the fee is usually paid to the lender.

Assumption fee - A fee charged by a lender to compensate for administrative costs related to an assumption of a pre-existing mortgage.

Binding, not to exceed bid - A bid that is guaranteed not to exceed a certain dollar amount.

Bridge loan - A loan, from a financial institution, to cover the short interval between buying a house and selling another.

Credit report - A report required by a lender on the credit standing of a prospective borrower.

Duty station - A geographic location where an employee is officially assigned to work.

Escrow agent's fee - A fee charged by an escrow agent to establish an escrow account.

Former residence - A personal place of residence owned or rented by the employee immediately preceding the move.

Household goods - Personal property that belongs to the employee or the employee's immediate household members and that is related to occupying, maintaining or caring for a home. Household goods include yard items such as utility sheds and play sets that are reasonably movable as well as recreational equipment and vehicles.

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Immediate household - Individuals who are members of or reside in the employee's household.

Lender application fees or loan origination fee - A fee charged by a lender which is in essence a "service charge" to compensate for the lenders administrative and loan preparation costs. The fee is usually expressed in points (a flat percentage of the loan amount).

Market value differential - The difference between the actual sale price obtained for the former principal residence and its estimated market value based on independent appraisals.

Mobile home - A mobile dwelling constructed for use as a residence and designed to be moved. Includes components attached to or a part of the home.

Mortgage - A lien or claim given by a buyer to a lender to secure advances on, or the unpaid purchase price of, real property. Includes contracts for the purchase of real property.

Mortgage discount point - A one-time charge assessed by a lender to increase the yield from the mortgage. Points are assessed by the lender and will be reimbursed only to the extent that the employee realizes no financial gain when obtaining a new mortgage. A point is 1% of the loan amount of the mortgage.

Mortgage interest differential - An amount that would be required to reduce the amount of a new mortgage (with a higher interest rate than the old mortgage) to an amount that could be amortized at the same monthly payment (principal and interest) as the old mortgage.

Mortgage prepayment penalty - A fee charged by the lender when a borrower pays off an existing mortgage prior to its expiration.

Promotion - The acceptance by a non-temporary employee of an offer by an appointing authority to move to a position in a class with a higher pay grade that may involve movement between positions covered by merit system provisions and positions not covered by merit system provisions.

Realtor commission - A fee charged by the agent for the sale of real estate property; usually a percent of the property's sale price.

Reassignment - The movement of an employee and the position the employee occupies

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within the same organizational unit or to another organizational unit at the discretion of the appointing authority. A reassignment may include a change in duties, work location, days of work or hours of work, and may be temporary or permanent. A reassignment may result in a change from the employee's previous job classification.

Residence - An employee's place of permanent residence.

The employee may have only one residence from which the move is being made. A mobile home may be considered a principal residence. Additional homes or real property owned or rented by the employee are not covered for the purposes of this policy, unless it is "temporary housing" (see page 1). However, with prior approval, household goods from other locations may also be moved (e.g., items in storage or situations where the employee or a member of the employee's immediate family occupies a dormitory room).

A residence owned by the employee means a residence owned in whole or in part by the employee or spouse.

If the former residence is part of a multiple-family or multiple-purpose property owned by the employee, incidental moving expenses incurred for the selling the property will be prorated to include only that part of the expenses applicable to the employee's actual residence.

Severance agreement - A written agreement between the employer and employee stipulating salary and benefits to be paid upon separation.

Stop-over or pick-up charges - A fee charged by the moving company when the goods to be moved must be picked up from more than one location, or when a temporary delay in delivery to the new location is necessary (may also be called in-transit temporary storage).

Title and recording fees - Fees charged by a county to record a sale of real property and establish ownership of real estate property.

Transfer tax - A state revenue stamp, documentary stamp or other tax required on the transfer of real property. The amount is based on the actual sale price of the real property.

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3. MAKING ARRANGEMENTS

In all situations, the employee is responsible for making relocation arrangements, but must first have the approval of the appointing authority before finalizing the arrangements. Neither the agency nor the State of Iowa shall be responsible for loss or damage to an employee's personal property.

An employee who is approved for reimbursement of relocation expenses shall obtain **original** "binding, not to exceed" written bids from at least two (2) carriers that have operating authority to serve the area from which the employee is moving (Moving Company Bid Sheet, see page 26). Verification of operating authority may be obtained from the Iowa Department of Transportation at (515) 237-3224. The bid with the lowest dollar amount will be the bid accepted. The employee may, however, make an alternate selection, but the amount that will be reimbursed shall not exceed the dollar amount of the lowest bid, and the employee must receive prior approval from the appointing authority before contracting with or utilizing an alternate carrier.

An employee approved for reimbursement of relocation expenses who is moving his or her *mobile home* shall obtain at least two (2) "binding, not to exceed" written bids on the cost of moving the mobile home and the disassembly and re-assembly of any components. The bid with the lowest dollar amount will be the bid accepted. The employee may, however, make an alternate selection, but the amount that will be reimbursed shall not exceed the dollar amount of the lowest bid, and the employee must receive prior approval from the appointing authority before contracting with or utilizing an alternate transporter and installer.

After the relocation is complete, the employee will furnish the department with the proper documentation needed to prepare and process the claim for payment.

In case the employee wishes to pay the carrier, transporter, or installer immediately after the move or is required to do so, the employee may claim reimbursement from the State by using the Relocation Expense Claim form (TP (RELO-EXP)) see page 25. All supporting documents that are required by the State (original invoice) must be furnished by the carrier, transporter, or installer to the employee, who must attach them to his or her claim. The invoice must be marked clearly and signed by the mover "Paid in Full."

Employees who wish to move themselves shall not be reimbursed an amount that exceeds the lowest bid for the move. The expense reimbursement voucher must be accompanied by the two carrier bids and any applicable receipts. Neither the employee nor family members will be reimbursed for time spent assisting with or doing their own move.

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4. EXPENSES THAT ARE REIMBURSABLE

THE FOLLOWING EXPENSES ARE ELIGIBLE FOR FULL REIMBURSEMENT:

Household goods.

a. Movement of household goods by a moving company.

Moving interior and exterior household goods from the former principal residence to the new principal residence.

Insurance for the full (no deductible) replacement value protection of all household goods. The cost of insurance must be clearly spelled out in the movers' bids.

Cost of packing and unpacking household goods.

Cost of disassembly and re-assembly of household goods.

Stopover and pick-up charges. This also includes expenses of moving household goods into storage and removing household goods from storage.

Storage charges on household goods for up to 90 days.

Payments to the carrier, transporter, or installer for moving expenses may be paid directly by the State or the employee may pay the carrier, transporter, or installer directly and request reimbursement from the State. In either case, the following documentation will be required:

Originals or fax copies of two (2) signed Moving Company Bid Sheets from authorized carriers, transporters, or installers; and
Original invoice or bill of lading furnished by the carrier, transporter, or installer; and
Invoice marked "Paid in Full" and signed by the carrier, transporter, or installer (if paid directly by the employee); and
Completed relocation expenses claim forms.

b. Self-move of household goods.

Mileage reimbursement at the state rate for using a motor vehicle. More than one

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trip may be reimbursed between the former principal residence and the new principal residence, as necessary.

Trailer and trailer hitch rental.

NOTE: Some vehicles cannot accommodate the temporary installation of a trailer hitch and will necessitate the purchase and permanent installation of a trailer hitch. Reimbursement will be allowed when this is necessary.

Truck rental plus reimbursement for the cost of fuel for the truck. More than one trip may be reimbursed between the former principal residence and the new principal residence, as necessary. Original receipts for fuel must be accompanied by documentation showing origin, destination and miles driven.

Trip insurance for full (no deductible) replacement value protection for the time period of the move.

Rental of equipment to disassemble or reassemble household goods.

Day labor (maximum of \$12 per hour) hired to assist with the self-move (the employee and members of the immediate household are not eligible for this reimbursement). A hand written receipt showing the hours worked and the amount paid must accompany the request for reimbursement.

c. Movement of a mobile home.

Preparation of the mobile home for the move.

Moving the mobile home including, as necessary, the cost of disassembly and re-assembly of any components attached to or a part of the mobile home.

Set-up including tie-downs, shirting, leveling pads and concrete blocks.

Insurance for full (no deductible) replacement value protection of the mobile home.

Note: If not moved, the mobile home will be considered a principal residence and expenses related to its sale will be reimbursed accordingly.

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Real Estate Commission.

Real Estate agent commission on the sale of the employee's former principle residence.

The claim for reimbursement shall include one copy of the real estate closing statement showing the sale price of the residence and the realtor's commission fees.

Marketing expenses to sell the residence without a realtor.

Expenses associated with marketing the former principal residence for sale without using the services of a realtor are reimbursable in lieu of the realtor commission. All other expenses associated with the sale are subject to and covered by the \$15,000 limit (see pg 9-10).

Subsistence expenses (temporary living expenses)

Subsistence expenses are defined, for this purpose, as breakfast, lunch, dinner, lodging and up to ten minutes of long distance or cellular phone calls to the former principal residence each day.

Subsistence expenses will start on the day prior to the day the employee is to report to the new duty station and end on the day after the employee's household goods are delivered to the employee's new principal residence or at the end of 90 calendar days, whichever comes first.

The 90 calendar days for the employee shall be consecutive unless the employee must be absent on state business from the new duty station for more than five consecutive work days, in which case those days will not be counted toward the 90 calendar day time frame.

Subsistence reimbursement for meals will be up to \$28.00 per day, and for lodging will be up to \$50.00 per day plus applicable taxes. One member of the employee's immediate household, if living with the employee, is also eligible to receive up to the same amount per day for meals, but not lodging, for a maximum of 90 calendar days. Both 90-calendar day periods will run concurrently. This reimbursement is in addition to "expenses during move of household goods". Lodging may include short-term apartment rental and related utilities in lieu of a motel, in which case unrefunded deposits may be claimed for reimbursement. "Related" utilities are those items that would be included in the cost of a motel and are defined, for this purpose, as gas, electricity, basic telephone, basic cable television and water. Claims for reimbursement of subsistence expenses shall be filed on the Temporary Living Expense Claim form, see page 24.

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In lieu of or in combination with subsistence expenses, an employee may be reimburse for mileage and meals at the daily in-state rate to commute between the new duty station and the employee's former principal residence. Daily reimbursement for commuting will not, however, exceed the daily subsistence expense maximums that would be allowed if the employee remained at the new duty station location.

Income tax assistance

Employees must pay taxes on the prior calendar year's taxable relocation expenses. Income tax assistance payments of 50% for reimbursement of taxable relocation expenses will be included each time a claim is paid. **Important:** Employees will not receive any further compensation for taxable relocation expenses at the end of the calendar year.

THE FOLLOWING EXPENSES ARE ELIGIBLE FOR REIMBURSEMENT UP TO AN AGGREGATE TOTAL OF \$15,000:

Incidental expenses.

a. Costs associated with the sale or purchase of a residence.

To be eligible for reimbursement under this category, the employee must own his/her principle residence at the time of hire or reassignment. (Complete The Statement of Ownership of Principal Residence form on pages 34 and 35).

This category includes necessary and reasonable costs incurred by the employee incidental to the purchase of a new principal residence and customarily paid by the buyer, and incidental to the sale of a former principal residence and customarily paid by the seller.

The following costs associated with the sale of a principal residence are reimbursable under this policy:

Items payable in connection with a loan:

Veterans Administration Funding Fee
Mortgage Release/Prepayment Penalty

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Title charges:

- Administrative Compliance Fee
- Settlement Fee
- Abstract or Title Search
- Document Preparation
- Notary Fee
- Attorney Fee
- Deed Preparation
- Abstract Continuation

Government recording and transfer charges:

- Mortgage Release Fee
- Deed or Tax Stamps

Inspection Fees if required by state law:

- Electrical/Plumbing Inspection
- Pest Inspection
- Radon Inspection
- Structural Inspection
- Termite Inspection

The following costs associated with the ***purchase*** of a principal residence are reimbursable under this policy:

Items payable in connection with obtaining a loan:

- Loan Origination Fee
- Appraisal Fee
- Credit Report
- Processing Fee
- Closing Fee
- Prepaid Loan Fee
- Loan Assumption Fee
- Commitment Fee
- Escrow Agent Fee
- Underwriter's Fee
- Wire Transfer of Proceeds Fee

Title charges:

- Administrative Compliance Fee
- Abstract or Title Search
- Document Preparation
- Flood Certification Fee
- Title Examination

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Title charges Con't:

- Notary Fee
- Attorney Fee
- Plat Drafting
- Plat Drawing/Survey
- Title insurance
- Survey Charges

Government recording and transfer charges:

- Deed Recording Fee

Inspection fees:

- Radon Inspection
- Structural Inspection
- Electrical/Plumbing Inspection

b. Utility disconnect and connect charges.

Utility connect charges do not include refundable utility deposits or refundable utility cooperative memberships.

c. Residence disposal and location expenses.

Transportation for up to two round trips between the former principal residence and the new principal residence (reimbursable at the current state rate if a personal automobile is used or at the coach rate if travel is by air) for the employee and one household member. This includes travel to conduct business associated with the sale of the former principal residence.

Actual meal and lodging expenses for up to five days and four nights for each of the trips mentioned in the paragraph above for the employee and one household member while visiting the new principal residence location.

Automobile rental for up to five days plus reimbursement for the cost of fuel for each of the trips mentioned in the paragraph above.

Long distance telephone or cellular phone calls and fax charges incidental to the sale or subletting of the former principal residence and/or the purchase or rental of the new principal residence.

d. Expenses during move of household goods.

Actual meals and lodging for the employee and each member of the immediate household for up to five days and four nights while household goods are in transit.

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At the time of the move, one-way mileage (at the state rate) for up to two vehicles, owned by the employee or a member of the employee's household, from the former principal residence to the new principal residence. Should the employee's household contain more than two licensed drivers, the number of vehicles for which mileage reimbursement may be claimed shall be equal to the number of licensed drivers. In lieu of driving automobiles from the former principal residence to the new principal residence, the employee and/or the employee's immediate household members may choose an alternate means of transportation for reimbursement and have the vehicles moved by the moving company.

e. Costs incurred in settling a lease, not to exceed 3 months' rent.

This expense shall not be allowed if it is determined that the employee knew, or reasonably should have known, that a reassignment was imminent before entering into a lease agreement.

f. Mortgage interest differential.

Mortgage interest differential is calculated when the mortgage interest rate on the new principal residence exceeds the interest rate on the mortgage on the former principal residence.

The reimbursement shall be the amount that would be required to reduce the new mortgage balance to an amount that could be amortized at the same monthly payment (principle and interest) as the old mortgage. If the new mortgage is less than the computed amount for a new mortgage, the differential will be prorate and reduced accordingly. Use the Mortgage Interest Differential form for this calculation, see page 27.

g. Market value differential.

Market value differential is the difference between the actual sale price obtained for the former principal residence and its estimated market value based on independent appraisals. If possible, obtain appraisals prior to placing the former principal residence on the market.

The differential is used when the actual sale price is obtained for a residence is less than the estimated market value based on independent appraisals. The amount to be reimbursed shall not exceed 50% of the difference between the actual sale price obtained (following a good faith effort, including the use of a realtor, to market the property) and the average of two estimates of the market value prepared by two independent appraisers. The amount of the payment will be calculated using the Market Value Differential form, see page 28.

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The employee shall select two appraisers who are licensed or certified by the state of residence. The employee must make payment to the appraisers and submit the invoice marked "paid in full" along with the appropriate expense reimbursement vouchers, see pages 25 & 28, to the appointing authority for reimbursement of these expenses.

If the appraisers' opinions of market value differ by more than 5%, the appointing authority will order a third appraisal. The market value estimate will then consist of the average of the three opinions.

The cost of the appraisals and any market value differential payment shall be included in the maximum reimbursement allowable under this section.

Processing relocation expenses claims

Travel claims for **all** relocation expenses are submitted to the DAS-SAE-Daily Processing. The claims will include expenses that are not subject to withholding as well as expenses that are subject to withholding. Only expenses that are not subject to withholding will be paid on a Travel Payment form for Relocation Expenses (TP (RELO-EXP)), see page 25. **All** expenses to be paid for the relocation will be detailed and coded on the TP, but the accounting lines for the taxable expenses will need to have a line drawn through them on the TP, charged to object code 2575, and paid through the payroll system. The Relocation Expenses Recap form, see page 31, details the expenses that will be paid through the DAS-SAE-Daily Processing and which expenses will be paid through the payroll system. A corrective journal voucher (JV1) must be submitted with the TP when there are expenses that are taxable and paid through the payroll system. This JV1 decreases object code 2575 and increases the applicable object codes with the gross amount of each expense. The amount of the decrease on the JV1 will equal the amount that was lined off on the TP and the amount paid through the payroll system. All documents relating to the relocation submitted to the DAS-SAE-Daily Processing must use the special Relocation cover sheet and have **no** approvals applied to the accounting system. The claim is pre-audited by the DAS-SAE-Daily Processing. The Relocation Expenses Recap form is initialed by the DAS-SAE-Daily Processing and the pink copy is sent back to the originating department if there are expenses to be paid through the payroll system (the goldenrod copy is always returned for the department's records). It is then the responsibility of the employee's department to prepare a Pay Information form (P-9), see page 32, to include the amount that is subject to withholding in the employee's bi-weekly paycheck. The amount must be entered in the field entitled "MOVE/MILE SUBJ. TO W/H."

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For the purposes of payment through the DAS-SAE-Daily Processing, the minimum documentation needed (or referenced to) is:

1. Original invoice or bill of lading furnished by the shipper.
2. Completed Travel Payment for Relocation Expenses, see page 25.
3. Originals or fax copies of the Moving Company Bid Sheet, see page 26, from two or more authorized carriers.
4. Completed IRS Tests for Preparing Relocation Expense Claims, see page 30.
5. Completed Relocation Expense Recap, see page 31, - all 4 copies.
6. Completed Corrective Journal Voucher (JV1), if relocation includes expenses paid through the payroll system.
7. The official letter of hire or reassignment received by the relocating employee from the department.
8. Calculation of Mortgage Interest Differential, see page 27, if applicable.
9. Calculation of Market Value Differential, see page 28, if applicable.
10. Completed and Signed Agreement for Recouping Recruitment, Retention, Education and Relocation Payments, see page 33.
11. All other receipts that are submitted for reimbursement (except food).
12. A duplicate set of copies of all of the above.

NOTE: The DAS-SAE-Daily Processing must receive the original and one copy of all relocation reimbursement claim forms and any supporting documentation.

5. DAYS OFF WITH PAY

Employees may utilize up to a total of eighty (80) hours of paid work time off for any combination of the following reasons:

1. Locating a new principal residence.
2. Closing on the sale or lease of the former principal residence.
3. Closing on the purchase or lease of the new principal residence.
4. Moving household goods from the former to the new principal residence.
5. Related incidental activities.

6. EXPENSES NOT REIMBURSABLE

Expenses reimbursed by the former employer as part of a severance agreement.

1. The cost of transporting vehicles not included in "Expenses during move of household goods".
2. The cost of or related to moving livestock.

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3. Any other items not specifically covered by this policy.
4. Any reimbursable item in excess of the limits set in this policy.
5. Refundable apartment and utility deposits.
6. Cable, satellite or other TV, or radio installation or disconnection charges.

7. REPAYMENT

As a condition of receiving reimbursement for moving expenses, the recipient must sign an agreement to continue employment with the appointing authority as provided for in the rules of the IDAS {IAC 581--15.9(4)}. A copy of the agreement shall accompany the reimbursement request forms, see page 33.

8. PLANNING

The key to a successful move is careful planning. Use the Inventory Worksheet to itemize all your possessions. This will also help you determine the size truck and the supplies you will need. When you decide on a moving date, use the Move Planner to outline the activities leading up to moving day. The following checklist will help make sure nothing is overlooked. Keep your receipts, many moving expenses may be tax deductible. To find out which ones are, consult a tax adviser or call the Internal Revenue Service. Ask for Publication 521: "Tax Information on Moving Expenses".

- ☞ **Call.** Reserve your truck.
- ☞ **Change your address.** Send change-of-address cards to everyone who will need to contact you at your new address. Some organizations have toll free 800 numbers, so you can make changes over the phone.
- ☞ **Request "Perfect Payment Record" letters.** Utility companies will issue these so you avoid paying deposits at your new home.
- ☞ **Pick up laundry.** Laundry tickets are easy to misplace, so ask for your things by name and not just by the receipts you have.
- ☞ **Cancel membership fees.** Some clubs and organizations may offer partial refunds or allow you to sell unused portions of your membership. Ask about their policies.
- ☞ **Have a garage sale.** It is a good opportunity to make extra money. Remember to check with local authorities about restrictions.

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- ☞ **Get your new home ready.** Contact painters, carpenters, plumbers, roofers - whatever services you need - so your home is ready when you arrive. Remember to change the locks on all doors in your new home.
- ☞ **Measure for moving access.** Measure doorways, hallways, elevators and stairwells in your new residence to make sure you have enough clearance.
- ☞ **Return library books.** Go through your home and make sure library books are not mixed in with the books you will be packing.
- ☞ **Notify services and utilities.** Tell your current suppliers -- including trash collection, newspaper delivery, and telephone, cable TV, water and power companies -- when to disconnect services. Tell your future utilities when to connect new services. If you have "last month" deposits with services, such as the telephone company, request your refund.
- ☞ **Order new telephone directories.** Call ahead so they will be waiting for you at your new home. Remember to take your old phone book, it may come in handy after the move.
- ☞ **Collect your important records.** Gather personal and family records, including medical and dental records (with X-rays), veterinarian records and put immunization papers, school records, legal documents and titles, bank and financial records, stock and bond certificates, tax returns, birth certificates, passports and insurance documents.
- ☞ **Make motel reservations.** If you plan to stay overnight along the way, reserve your motel well in advance.
- ☞ **Get your car serviced.** If you are moving from a warm climate to a cold one, check the antifreeze.
- ☞ **Close bank accounts.** Keep enough cash to tide you over until you are settled into your new home. If possible, have your current bank transfer funds to your new bank.
- ☞ **Transfer prescription records.** Ask your doctor for assistance.

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☞ **Children Need Special Consideration.** Moving is an aspect of life most adults can generally take in stride. But children can be deeply affected in unexpected ways. It is important to show your children special attention all during this period of transition. Give them time to adjust to the idea of moving by talking about it as early as possible. Answer their questions with as many details as their age and level of maturity warrant. Let them be part of the move by encouraging them to help with moving chores. Tell them about new schools they will be attending, their new neighborhood, and new friends they will be making. Above all, let them know that you are looking forward to the move. Your positive attitude will help shape their thinking. If you are going to need childcare on moving day, make plans well beforehand.

If you are moving during the school year, you may have to pre-enroll children in their new schools before you actually move. Check with school officials to get their advice.

☞ **Your Pets Need Special Care.** Talk to our veterinarian. There are many things you can do to make your move easy on your pet.

While driving, animals should ride with you and be kept on leashes. Small cats or dogs should travel in a pet carrier. Your vet may suggest a mild sedative to keep your pet calm during the trip.

Since animals get used to the local water, many vets suggest taking along a supply from your old home. It may keep your pet from developing an upset stomach. Also, remember to stock up on whatever pet food and supplies you are going to need.

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INVENTORY WORKSHEET

Kitchen, Bedroom, Children's Room			Living Room, Dining Room, Family Room		
Item (Approx. Cu. Ft.)	Qty.	Total Cu. Ft.	Item (Approx. Cu. Ft.)	Qty.	Total Cu. Ft.
Bassinet (4)			Bookcase (12)		
Bed, King (75)			Breakfast Table (10)		
Bed, Queen (55)			Buffet (25)		
Bed, Double (45)			Buffet with Hutch Top (30)		
Bed, Single (30)			Chair, Arm (10)		
Bed, Youth (20)			Chair, Dining (4)		
Bureau, Dresser or Chest (20)			Chair, Occasional (14)		
Cedar Chest (10)			Chair, Overstuffed Recliner (20)		
Chair, Straight (4)			Chair, Rocker (12)		
Clothes Hamper (3)			China Cabinet (20)		
Crib (8)			Corner Cabinet (14)		
Dishwasher (15)			Couch, Sofa (30)		
Double Dresser (25)			Desk (20)		
Dresser Chair or Bench (4)			Drapes (3)		
Dryer, Clothes (20)			Extension Table (14)		
High Chair (3)			Floor Lamp (3)		
Ironing Board (2)			Hide-a-Bed (35)		
Night Table (4)			Mirror (3)		
Playpen (6)			Rugs or Pads (8)		
Range (25)			Table, Coffee or End (4)		
Refrigerator (40)			Table Lamp (2)		
Roaster (Rotisserie) (3)			Table Radio (2)		
Sewing Machine (Portable) (3)			Television, Combination (18)		
Sewing Machine (Upright) (8)			Television, Portable (8)		
Toy Chest (4)			Television, Console (12)		
Utility Cart (3)					
Vacuum Cleaner (3)					
Wardrobe Chest (Armoire) (36)					
Washing Machine (20)					
TOTAL			TOTAL		

Make an inventory of all your household possessions, then divide it into three groups:

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This will give you your total cubic foot requirement.

Garage, Patio, Tools and Toys			Miscellaneous		
Item (Approx. Cu. Ft.)	Qty.	Total Cu. Ft.	Item (Approx. Cu. Ft.)	Qty.	Total Cu. Ft.
Barbecue (5)					
Bicycle (6)					
Card Table (1)					
Chaise Lounge (10)					
Clothes Basket (1)					
Cot, Folding (2)					
Fan (1)					
Filing Cabinet (8)					
Foot Locker (5)					
Garden Cart (3)					
Garden Hose & Tools (8)					
Golf Bag, Clubs (2)					
Heater (3)					
Lawn Chair (3)					
Lawn Mower (5)					
Lawn Swing (20)					
Packing Barrel (10)					
Picnic Bench (5)					
Picnic Table (20)					
Stepladder (5)					
Swing set (20)					
Tool Chest (3)			TOTAL		
Tricycle (4)					
Wagon (5)			Boxes (Cu. Ft.)		
Wheelbarrow (6)			Small Box (1.5)		
			Medium Box (3)		
			Large Box (4.5)		
			Dish-Pack Box (6)		
			Wardrobe Box (13)		
			TOTAL		
TOTAL			GRAND TOTAL		

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memorize anything you can write down instead. A good memory is no substitute for a good plan.

[illegible]

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9. PACKING

Start packing early. Pack a little each day and pack one room at a time. Save time later by using a marker to label your boxes by room. Label appropriate boxes "fragile" as you pack them. Where needed, use mothballs or other pest-control products. Always pack things away clean -- and clean your home as you pack. Donate to charity. Many charitable organizations will pick up goods at your home. Donations are often tax-deductible. Before you pack a box with small or miscellaneous items, take a Polaroid picture of the contents. Take the picture to the box and you will know what is inside at a glance. Do not settle for boxes from supermarkets or stores. They tend to crush easily. Their odd size can make stacking difficult which can make your load unsteady.

To save time, follow these simple directions.

Appliances (small). Pack in factory boxes whenever possible and cushion with wadded, not hredded newspaper. (Shredded paper can get into the machines and cause damage.)

Appliances (large). Since you will be using your refrigerator, freezer, stove, washing machine, dryer, dishwasher and air conditioner up until the last day, they should be packed last and loaded first on moving day.

Consult your user's manual. Then follow these simple instructions. Empty and defrost your refrigerator and freezer and drain the water from your washing machine. Wipe and dry the interiors. Remove all fittings and accessories and pack in plastic bags. Fill interiors with linens, clothes and stuffed toys. Stuff towels between the washing machine sides and tub to keep the tub from rotating. Tape or tie down all moveable parts and doors. Finally, cover appliances with pads and tie with rope. Remember to move large appliances in an upright position.

Watch out for external coils on the back of major appliances. Never put the hand truck strap on top of coils.

Beds. Disassemble beds and mark pieces so they are easy to put back together. Tie bed rails together with rope or tape. Project mattresses by leaving sheets on.

Books. Pack flat in small cartons and keep them under 30 lbs. Alternate bindings, and cushion with wadded newspaper.

Boxes. Do not settle for boxes from supermarkets or stores. They tend to crush easily. Their odd size makes stacking difficult and can make your load unsteady.

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Bureaus. Fill drawers with small, fragile items (clocks, picture frames) wrapped in loose clothing. Do not tape drawers shut, tape can ruin the finish. Pack your important personal records separately and mark them clearly.

Chairs. Wrap arms and legs with newspaper or bubble wrap. Leave slipcovers on.

Clothing. Hang clothes in wardrobe boxes. Leave small garments in bureau drawers.

Collectibles. Wrap fragile items like figurines and ceramics with bubble wrap and tape securely.

Curtains. If you have draperies dry-cleaned, leave them in the wrapping and hang them in a wardrobe box. Put curtain rod hardware in plastic bags and tape securely to rod -- then you will have the right pieces when you need them.

Dishes. Never stack dishes flat. Wrap each piece in bubble wrap. (If you use newspaper, put each piece in a plastic bag first to save dishwashing time later.) Pack dishes, saucers and platters on their edge, nestle cups and bowls, and cushion with dishtowels, potholders or paper.

Flammables. It is very dangerous to move paint, alcohol, solvents, lighter fluid, greasy mops or rags. Properly dispose of these items before you move. Remember to drain fuel from all lawn equipment.

Gardening and yard equipment. Pack hoses and small tools in boxes. Tie rakes, shovels and long-handled tools together.

Glasses. Wrap separately in bubble wrap and use newspaper for cushioning.

Kitchenware. Pots, pans, colanders, etc. can be nestled and cushioned with newspaper between each piece. Set aside the most essential cookware for the first few days in your new home. Label this box as the first to be opened once you arrive.

Lamps. Pack shades in individual boxes with bubble wrap. (Newspaper can stain them.) Wrap bases in bubble wrap and pack them in boxes in freezers and washing machines.

Mirrors and artwork. Small mirrors can be wrapped in newspaper and packed in boxes. But large mirrors and paintings should be wrapped in newspaper and covered with cardboard.

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Outdoor furniture. Disassemble any pieces that are screwed or bolted together. Place hardware in plastic bags and tape to the piece; then tie pieces together.

Personal records. Pack your important records separately and mark them clearly.

Plants. Try to sell them at your garage sale, or give them away as gifts. If you want to move them, consult your state Department of Agriculture on transporting plants across state borders. In some cases, it is prohibited. If you do move them, put the plants in plastic bags with air holes and then in boxes. Water them before you leave.

Rugs. Remember to vacuum rugs, then roll them up and tie them with a rope.

Tables. If you can, remove legs and extra leaves. Pad them and tie them together. Tape hardware (in plastic bags) to the underside of tabletops.

Also

Pack a travel kit. Include aspirin, Band-Aids, bottle opener, checkbook, credit cards, flashlight, games for the kids, keys (new house and old house), paper plates and plastic utensils, paper towels, pliers, screw driver, wrench, soap, paper cups, toilet tissue, travel clock, washcloths and toothbrushes.

Pack a personal suitcase. Limit this to items that you and your family will need just after moving into your new home, such as clothing, toiletries and important medicines.

Your truck. If you plan to get started early on moving day, you may want to arrange an early pick-up time so you will have plenty of time to load up. Also remember to set aside your travel kit and clothing for your trip.

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Attach supporting documentation
to the back of this form

STATE OF IOWA

TP (RELO-SUB)

OFFICIAL DOMICILE				FOR TEMPORARY LIVING EXPENSES ONLY TRAVEL PAYMENT FOR RELOCATION SUBSISTENCE								DOCUMENT NUMBER						
Subsistence allowance begin date _____ end date _____																		
NAME AND HOME ADDRESS				ALTERNATE ADDRESS (send warrant to)				OLD OFFICIAL DOMICILE				NEW OFFICIAL DOMICILE						
YEAR	TIME HH:MM A/P		TRAVEL				<input type="checkbox"/> STATE VEHICLE <input type="checkbox"/> PERSONAL VEHICLE				MEALS				LODGING		TRANSPORTATION AND OTHER EXPENSES	
MM/DD	LEFT	RETURNED	FROM	TO	MILES	RATE IN cents	CHARGE	B	L	D	TOTAL	REIMB TOTAL	ACTUAL	REIMB TOTAL	C O D E	AMOUNT		
					000	000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
							0.00				0.00							
							0.00				0.00							
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							0.00				0.00							
							0.00				0.00							
TOTALS					000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
TRANS/ OTHER EXPENSE		A-AIR B-BUS/CAB D-L.D. PHONE		F-LOCAL PHONE L-LAUNDRY P-PARKING		R-REGISTRATION S-SUPPLIES T-TOLLS		O-OTHER-SPECIFY HERE				DOCUMENT TOTAL		0.00				
ROUTINE USES OF THIS FORM ARE TO FULFILL IRS REQUIREMENTS, IDENTIFY INDIVIDUAL CLAIMS FOR PUBLIC INSPECTION, PROVIDE THE STATE VEHICLE DISPATCHER INFORMATION, AND TO PREPARE ANNUAL SALARY BOOK										LESS ADVANCES		0.00						
										REIMBURSEMENT REQUESTED		0.00						
CLAIMANT'S CERTIFICATION I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT/REIMBURSEMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN REIMBURSED OR PAID BY THE STATE, EXCEPT ADVANCES SHOWN, AND I UNDERSTAND THE ROUTINE USES OF THIS FORM.										DEPARTMENT CERTIFICATION I CERTIFY THAT THE ABOVE EXPENSES WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTION(S)								
COMMUTING MILES EXCLUDED? Y <input type="checkbox"/> N <input type="checkbox"/>		TRAVEL INCLUDES VICINITY MILES? Y <input type="checkbox"/> N <input type="checkbox"/>		DIRECT DEPOSIT? Y <input type="checkbox"/> N <input type="checkbox"/>		WARRANT TO ALT ADDR? Y <input type="checkbox"/> N <input type="checkbox"/>		TRAVEL AUTHORITY # / BLANKET TRAVEL #										
TITLE										TRAVEL APPROVAL (SUPERVISOR'S SIGNATURE)								
Employee Vendor #					CHECK IF BOARD OR COMMISSION MEMBER <input type="checkbox"/>													
CLAIMANT'S SIGNATURE					DATE													
DOCUMENT TOTAL																		

TP (RELO-SUB)

WARRANT

PAID DATE _____

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 STATE OF IOWA TP (RELO-EXP)

to the back of this form

EFFECTIVE DATE OF TRANSFER			TRAVEL PAYMENT FOR RELOCATION EXPENSES						DOCUMENT NUMBER			
MILES BETWEEN OLD AND NEW RESIDENCE												
NAME AND HOME ADDRESS			ALTERNATE ADDRESS (send warrant to)			OLD OFFICIAL DOMICILE			NEW OFFICIAL DOMICILE			

PRE-MOVE EXPENSES: (Looking for residence)																
YEAR	TIME HH:MM A/P		TRAVEL		<input type="checkbox"/> STATE VEHICLE <input type="checkbox"/> PERSONAL VEHICLE			MEALS OBJT CODE 2585				LODGING OBJT CODE 2577		TRANSPORTATION AND OTHER EXPENSES		
MM/DD	LEFT	RETURNED	FROM	TO	MILES	RATE IN CENTS	CHARGE OBJT CODE 2577	B	L	D	TOT	REIMB TOTAL	ACTUAL	REIMB TOTAL	C O D E	AMOUNT
					000	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
							0.00				0.00					
							0.00				0.00					
							0.00				0.00					
							0.00				0.00					
							0.00				0.00					
							0.00				0.00					
TOTAL					000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

EXPENSES RELATED TO BUYING HOUSEHOLD GOODS																
YEAR	TIME HH:MM A/P		TRAVEL		<input type="checkbox"/> STATE VEHICLE <input type="checkbox"/> PERSONAL VEHICLE			MEALS OBJT CODE 2583				LODGING OBJT CODE 2591		TRANSPORTATION AND OTHER EXPENSES		
MM/DD	LEFT	RETURNED	FROM	TO	MILES	RATE IN CENTS	CHARGE OBJT CODE 2577	B	L	D	TOT	REIMB TOTAL	ACTUAL	REIMB TOTAL	C O D E	AMOUNT
					000	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
							0.00				0.00					
							0.00				0.00					
							0.00				0.00					
							0.00				0.00					
TOTAL					000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

QUALIFIED EXPENSES OF BUYING/SELLING/ LEASING REAL ESTATE:	
2593 - Real Estate Commission	\$ _____
2580	\$ _____
	\$ _____
	\$ _____
	\$ _____

PREVIOUS CLAIMS PAID:		TO BE COMPLETED BY EMPLOYER	
CLAIM #	PAID DATE		
		MORTGAGE INTEREST DIFFERENTIAL (2594) (Attachment 4)	\$ _____
		MARKET VALUE DIFFERENTIAL (2595) (Attachment 5)	\$ _____
		INCOME TAX ASSISTANCE PAYMENT (2596) (Attachment 6)	\$ _____

CLAIMANT'S CERTIFICATION				DEPARTMENT CERTIFICATION	
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT/REIMBURSEMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN REIMBURSED OR PAID BY THE STATE, EXCEPT ADVANCES SHOWN, AND I UNDERSTAND THE ROUTINE USES OF THIS FORM.				I CERTIFY THAT THE ABOVE EXPENSES WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTION(S)	
COMMUTING MILES EXCLUDED? Y <input type="checkbox"/> N <input type="checkbox"/>	TRAVEL INCLUDES VICINITY MILES? Y <input type="checkbox"/> N <input type="checkbox"/>	DIRECT DEPOSIT	WARRANT TO ALT ADDR? Y <input type="checkbox"/> N <input type="checkbox"/>		
TITLE				TRAVEL APPROVAL (SUPERVISOR'S SIGNATURE)	
Employee Vendor #:					
CLAIMANT'S SIGNATURE				DATE	

TOTAL TP (RELO-EXP)		DOCUMENT	
WARRANT #		PAID DATE	

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Attachment 3

STATE OF IOWA

Moving Company Bid Sheet

DATE: _____

AGENCY NAME: _____

STATE EMPLOYEE'S NAME: _____

RELOCATE FROM: _____
(Address)

RELOCATE TO: _____
(Address)

Line Haul (transportation) Cost Bid: _____

Packing Cost Bid: _____

Miscellaneous Cost Bid: _____

TOTAL COST BID: _____

DATE RELOCATION IS TO BE COMPLETED BY: _____

NAME OF CARRIER: _____

ADDRESS OF CARRIER: _____

SIGNATURE OF CARRIER: _____

SIGNATURE OF STATE EMPLOYEE: _____

NOTICE TO CARRIER:

This is a binding bid. The State of Iowa will pay the total amount of the bid only. If the State employee is required to pay the carrier direct, the amount shall not exceed this binding bid.

Department of Administrative Services - State Accounting Enterprise

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Attachment 4

STATE OF IOWA Calculation of Mortgage Interest Differential

This calculation computes the payment required to reduce a person's new mortgage to an amount that can be amortized at the same monthly payment for principal and interest over the same time period as the remaining term on the old mortgage. This payment is commonly known as the "buydown".

The remaining principal balance, the remaining term, the interest rate and the monthly principal and interest payments for the old mortgage, as well as the interest rate and amount of the new mortgage must be known. If the interest rate on the new mortgage exceeds the prevailing fixed interest rate for conventional mortgages, the prevailing fixed interest rate shall be used in the calculation.

OLD MORTGAGE:	Annual interest rate (round to 6 decimals)	# payments remaining	Monthly payment prin. & int.	Remaining principal balance on old mortgage (whole Dollars)
Example	7.5%	174	\$472.20	\$50,000
Actual			\$	\$
NEW MORTGAGE:	Annual interest rate (round to 6 decimals)	# payments remaining	Monthly payment prin. & int.	Amount to be financed on new mortgage (whole Dollars)
Example	10%	174	\$472.20	\$43,292.21
Actual			\$	\$
MORTGAGE INTEREST DIFFERENTIAL Old Mortgage ("Remaining principal balance") minus New Mortgage ("Amount to be financed")				Remaining principal balance on old mortgage (whole Dollars)
Example	\$50,000 - \$43,292.21			\$6,707.79
Actual				\$

MORTGAGE INTEREST DIFFERENTIAL REDUCTION:

If the new mortgage is less than the "Amount to be financed", the mortgage interest differential shall be reduced by the factor of the new mortgage divided by the "Amount to be financed". For example, should the new mortgage be \$35,000, the following calculation would reduce the amount of the differential to be paid.

$$\frac{\$35,000 \times \$6,707.79}{\$43,292.21} = \$5,422.98$$

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Attachment 5

STATE OF IOWA Calculation of Market Value Differential

This calculation computes the payment for market value differential. The payment is made when the actual sale price obtained for the former residence is less than its estimated market value. The amount of payment is 50% of the difference between the actual sale price and the estimated market value.

Estimated market value is the average of two independent appraisals prepared by independent appraisers licensed in the state of residence. However, if the appraiser's opinions of market value differ by more than 5%, a third appraisal will be obtained. The market value estimate will then be the average of the three opinions.

	<u>Example</u>	<u>Actual</u>
Appraisal #1	\$110,000	_____
Appraisal #2	\$100,000	_____
Difference	\$ 10,000	_____
Percent Difference $\frac{\$10,000}{\$100,000} \times 100 =$	10% (exceeds 5%)	_____ %
Appraisal #3 (since % difference exceeds 5%)	\$103,000	_____
Estimated Market Value (average of appraisals)	\$104,333	_____
Actual Sale Price	\$ 97,000	_____
Market Value Differential (\$104,333 - \$97,000)	\$ 7,333	_____
Payment for Market Value Differential (\$7,333 x 50%)	\$ 3,666	_____

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Attachment 6

STATE OF IOWA Calculation of Income Tax Assistance Payment

Use this form to compute the income tax assistance payment of 50%. Tax assistance is a one time lump sum payment for reimbursement of the taxable relocation expense each time a claim is paid.

To Be Completed By The Employer

Employee Name _____
Social Security No. _____
Department No. _____
Claim Date _____

Attachment 6

STATE OF IOWA Calculation of Income Tax Assistance Payment

Use this form to compute the income tax assistance payment of 50%. Tax assistance is a one time lump sum payment for reimbursement of the taxable relocation expense each time a claim is paid.

To Be Completed By The Employer

Employee Name _____
Social Security No. _____
Department No. _____
Claim Date _____
Payroll No. _____

- | | | |
|--|----|-----------|
| 1. Taxable relocation reimbursement expenses | \$ | _____ |
| 2. Multiply line one by 50% | X | _____ 50% |
| 3. INCOME TAX ASSISTANCE PAYMENT | \$ | _____ |

Prepared by _____
Department _____
Phone _____
Date _____

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Attachment 7

STATE OF IOWA

I.R.S. TESTS FOR PREPARING RELOCATION EXPENSE CLAIMS

DISTANCE TEST

Number of miles from former residence to new place of work _____

Number of miles from former residence to old place of work < _____ >

Net number of miles _____

The net number of miles must be at least 50 to use non-withholding objects codes. If the net number of miles is less than 50, the withholding object codes must be used because the relocation will be fully taxable. See the **RELOCATION EXPENSE RECAP** to determine which object codes to use.

TIME TEST

Effective date of relocation _____

Date expenses occurred _____

If the date the expenses were incurred is one year or less than the effective date of relocation, use the non-withholding object codes. If the date is more than one year, the withholding object codes must be used because the relocation will be fully taxable. See the **RELOCATION EXPENSE RECAP** to determine which object codes to use.

EMPLOYMENT TEST

Is the move a condition of employment?

YES _____

NO _____

If the move is a condition of employment, use the non-withholding object codes. If the relocation is not a condition of employment, the withholding object codes must be used because the move will be fully taxable. See the **RELOCATION EXPENSE RECAP** to determine which object codes to use.

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Attachment 8

RELOCATION EXPENSE RECAP

Employee's Name _____

Employee Vendor # _____

Claim No. _____

Claim Date _____

	Non-Withholding Object Codes	Reimbursement on Travel Claim	Withholding Object Codes	Reimburse on Payroll
Transportation expense moving household goods pd to employee	2571	_____	2589	_____
Transportation expense moving household goods pd to 3 rd party	2572	_____	2590	_____
Travel (____ cents) & Lodging move old to new – to employee	2573			
Mileage > ____ cents pd to employee move old to new residence			2575	_____
Travel & Lodging move old to new to employee			2591	_____
Meal Expense moving from old to new – paid to employee			2583	_____
Pre-move travel & lodging paid to employee			2577	_____
Pre-move meal expense paid to employee			2585	_____
Temporary living – not meals			2579	_____
Meal Expense – temporary living expense			2587	_____
Expense of buying/selling a house			2580	_____
Real Estate Commission			2593	_____
Storage charges			2588	_____
Other payments made to employee			2581	_____
Mortgage Interest Differential			2594	_____
Market Value Differential			2595	_____
Income Tax Assistance Payment			2596	_____

TOTAL REIMBURSEMENT \$ _____

Paid on Moving Claim \$ _____

Paid on Payroll _____

APPROVED BY:

(DAS – SAE)

DATE APPROVED:

Submit 4 copies to: DAS – SAE: One will be returned to agency by DAS

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DEPARTMENT OF ADMINISTRATIVE SERVICES CENTRALIZED PAYROLL PAY INFORMATION

P-9 (REV. 4/96)

NAME	BARGAINING	
	UNIT	STATUS
NOTE: ALL HOURS MUST BE REPORTED IN HUNDRETHS		

PAYROLL NUMBER	CLASS & POSITION	SOCIAL SECURITY NO.	EFFECTIVE DATE	TRANS. CODE	REGULAR HOURS	OVERTIME HOURS
				90		

SHIFT DIFF. HRS.		STAND BY HOURS	CALL BACK HOURS	MED-PASS HOURS	PER-DIEM DAYS		SICK LEAVE HOURS USED		
1ST	2ND				MEAL	CLEANING	SICK	INJURY	ENFORCED

VACATION USED	COMPENSATORY TIME			HOLIDAY TIME			HOLIDAY FLAG	RETIRE BONUS	MOVE/MILE SUBJ. TO W/H
	EARNED	USED	TO BE PAID	EARNED	USED	TO BE PAID			

CORRECTION OF LEAVE BALANCES						TERMINAL LV. PAY	WORKER S * COMP.	OTHER * PAY ADJ.	UNUSED SK LV ‡
VACATION	CONVERSION	COMP.	HOLIDAY	REG. SICK	ANNUAL BONUS				

CATASTROPHIC LEAVE PAY*	INCOME * N/SUBJ RETIRE	VACATION PAYOUT*	<div style="text-align: right;">‡ Not to exceed \$2,000.00</div>

For Terminal Leave Pay

Employment Date _____
Termination Date _____
÷ 80

Bi-weekly Salary _____ Per Hour
Hours: _____

Balance + Earned - Used = Total Hours
_____ + _____ - _____ = _____
Per Hour x Hours = Amount
_____ x _____ = _____

Approved by _____
(Mandatory for all extra pay and leave corrections.)
(EMPLOYEE SIGNATURE) (DATE)

ALL OTHER PAY INCLUDING UNUSED SICK LEAVE MUST BE EXPLAINED IN DETAIL:

REQUEST FOR FEDERAL INCOME TAX WITHHOLDING ADJUSTMENT

I request that Federal and State income taxes on my extra pay be adjusted in accordance with Federal guidelines, which will be approximately 28% and 6% of gross earnings. (Advantageous only if gross earnings will exceed \$4,700.00.)

(Date)

(Signed)

Routing Instructions: An original and one copy to department of personnel for any field marked with an asterisk. An original to centralized payroll for any field not marked with an asterisk.

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STATE OF IOWA

Department of Administrative Services EXECUTIVE BRANCH

AGREEMENT FOR RECOUPING RECRUITMENT, RETENTION, EDUCATION AND RELOCATION PAYMENTS

AGREEMENT

As a condition of _____ payment in the
(recruitment, retention, education or relocation)

amount of \$ _____ , _____ , agree to continue
(employee name)

employment with the Department of _____ for
_____ months. In the event that I am discharged or voluntarily leave employment with the
Department of _____ prior to the expiration of the
_____ month period for any reason, I will repay the above amount to the Department, prorated
by dividing the amount received (\$ _____) by the number of months (_____), and then
multiplied by the number of months remaining in the period I agreed to remain employed.

If my employment is continued with the State, but in another department, the repayment will be
subject to a repayment schedule approved by the director of my current department. If I am no
longer employed by the State, the repayment will be recouped from my final paycheck, and any
remaining balance will be subject to a repayment schedule approved by my department director.

I UNDERSTAND AND AGREE THAT NOTHING HEREIN SHALL BE CONSTRUED
AS A CONTRACT OR PROMISE OF CONTINUED EMPLOYMENT, OR NEGATE, IF
APPLICABLE, MY AT-WILL EMPLOYMENT STATUS.

(Employee Signature)

(Department Director Signature)

(Date)

(Date)

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Attachment 11

State of Iowa
Executive Branch
Relocation Reimbursement Policy
Statement of Ownership of Principal Residence

I, _____, understand, pursuant to the State of Iowa's Relocation Reimbursement Policy, that I must own my principal residence to be eligible for reimbursement of costs associated with the purchase of my new principal residence at the time of hire or reassignment.

Check (✓) one:

- ☐ I own my current principal residence.
☐ I **DO NOT** own my current principal residence.

If you **DO NOT** own your current principal residence, there are limited instances in which this requirement may be waived. Such a waiver may be granted only by the Department of Personnel.

- ☐ I **WILL NOT** request a waiver.
☐ I **WILL** request a waiver. Please explain: _____

No reimbursement for costs associated with the purchase of a new principal residence will be paid until this form has been received. Please return this form with your first claim for reimbursement.

My current principal residence address is:

(Street)

(City) (State) (Zip Code)

(continued)

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Statement of Ownership of Principal Residence

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My new principal residence address is:

(Street)

(City)

(State)

(Zip Code)

(Employee's Signature)

(Date)

Employer Comments (if any): _____

(Department Director's Signature)

(Date)

Check (✓) one:

☐ Approved

☐ Disapproved

(Department of Personnel Authorized Signature)

(Date)